

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-088    **Issue Date:** 05-18-16    **Closing Date:** 06-01-16

**Support Services Coordinator**  
**YN Corrections Facility**  
**Department of Public Safety**  
**Hourly Wage: \$16.86/Regular/Full-Time**

Responsible for the maintenance and the updating of facility records inmate rehabilitation services, inmate medical services, training and education for the inmates as well as the staff. Networks with all tribal, federal and state departments associated with the YN Corrections facility; works cooperatively with the corrections and administration staff to make sure that these services are met. This position is responsible for written and oral presentations at meetings regarding rehabilitation services; development of a cadre of in-house training instructors and will also provide training as well to the staff. This employee will coordinate with the Corrections Administrator and Lieutenant of Corrections to make sure that all critical and non-critical items are being met and as outlined in the Yakama Nation Corrections and Rehabilitation Facility-Federal 93-638 contractual requirements.

**Knowledge, Skills and Abilities:**

- Knowledge of modern general office principles, practices and techniques.
- Knowledge of the correct and proper use of English grammar and sentence structure.
- Knowledge and skill in use of a computer and software programs such as Microsoft Word, Access and Outlook.
- Knowledge of the Yakama Nation Corrections and Rehabilitation Facility P.L. 93-638 Contract.
- Knowledge of the Yakama Nation Revised Law and Order Code.
- Knowledge of the Yakama Nation governmental organizational policies and procedures.
- Ability to operate standard office equipment such as a copier, calculator, fax, etc.
- Ability to become familiar with legal terminology, legal forms, legal documents and their purpose.
- Ability to work productively and independently.
- Ability to work under pressure and stress.
- Ability to organize and prioritize task and assignments to staff as needed.
- Ability to maintain strict confidentiality of client and program information.
- Ability to understand and execute oral or written instructions.
- Ability to establish and maintain effective working relationships, both inside the facility and outside, with good public relation skills and customer service.
- Ability to communicate effectively both orally and in written form.
- Ability to communicate effectively with both male and female inmates of the correctional facility.

**General Recruiting Indicators:**

- High School Diploma or GED required with at least two year progressively responsible work experience in records management or related field of work.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Must be at least 21 years of age due to the sensitivity of work assignments and daily contacts within the Correctional Facility.